

DIVORCE/LEGAL SEPARATION

Petitioner and Respondent

3

Stipulation to File Consent Decree

Part 3: To get the Divorce or Legal Separation Order
when both parties agree



SELF SERVICE CENTER

DIVORCE OR LEGAL SEPARATION DECREE BY CONSENT (AGREEMENT) BETWEEN THE SPOUSES FOR A NON-COVENANT MARRIAGE

How to assemble these documents

This packet contains general information and/or court forms and instructions about how to get a divorce decree or legal separation for a non-covenant marriage when both spouses agree, or consent to, the decree and the terms of the decree. Be sure the documents are in the following order.

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SELF SERVICE CENTER

CONSENT TO DIVORCE DECREE OR LEGAL SEPARATION FOR A NON-COVENANT MARRIAGE BY BOTH SPOUSES

CHECKLIST

Use the forms and instructions in this packet **ONLY** if the following factors apply to your situation:

- ✓ You or your spouse filed a ***“Petition for Divorce or Legal Separation,”*** **AND**
- ✓ You do **not** have a “covenant” marriage **or** since you were married you have **not** agreed to change your marriage to a “covenant” marriage.

Arizona laws regarding “covenant” marriages went into effect August 21, 1998. See ARS §25-901. If you have a covenant marriage you and your spouse were asked to sign an affidavit that included a statement similar to this: “We solemnly declare that marriage is a covenant between a man and a woman who agree to live together as husband and wife for as long as they both live. We have chosen each other carefully. We understand that a covenant marriage is for life. If we experience marital difficulties, we commit ourselves to take all reasonable efforts to preserve our marriage, including marital counseling. We declare that our marriage will be bound by Arizona law on covenant marriages and we promise to love, honor and care for one another as husband and wife for the rest of our lives.” **This paperwork will not work if you have a covenant marriage.** If you have questions about whether you have a covenant marriage see a lawyer for help. **AND**

- ✓ You and your spouse agree to all the terms of the divorce or legal separation such as division of property and debt, spousal maintenance/support (if any), child custody, visitation, and support (if you have children), **AND**
- ✓ You and your spouse will sign the papers to have the divorce decree or legal separation by consent (agreement), **AND**
- ✓ You and your spouse have attended, or will attend, the Parent Information Program class before you file a Consent Decree if you filed for a ***“Petition for Divorce With Children”*** or ***“Petition for Legal Separation With Children.”***

READ ME: It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.

SELF SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT THE STIPULATION (AGREEMENT) TO FILE A CONSENT DECREE FOR A NON-COVENANT MARRIAGE

Use these instructions **ONLY** if you and the other party do not have a “covenant” marriage, you have agreed to a divorce settlement or legal separation, **AND** you have agreed to file and sign a Consent Decree.

Arizona laws regarding “covenant” marriages went into effect August 21, 1998. See ARS §25-901. If you have a covenant marriage you and your spouse were asked to sign an affidavit that included a statement similar to this: “We solemnly declare that marriage is a covenant between a man and a woman who agree to live together as husband and wife for as long as they both live. We have chosen each other carefully. We understand that a covenant marriage is for life. If we experience marital difficulties, we commit ourselves to take all reasonable efforts to preserve our marriage, including marital counseling. We declare that our marriage will be bound by Arizona law on covenant marriages and we promise to love, honor and care for one another as husband and wife for the rest of our lives.” **This paperwork will NOT work if you have a covenant marriage.** If you have questions about whether you have a covenant marriage see a lawyer for help and/or check your marriage license.

INSTRUCTIONS FOR FILLING OUT THE STIPULATION (AGREEMENT):

The section number in front of each paragraph below is the same as the section number on the Stipulation (Agreement). For example: Read section (A) below. Then, turn to section (A) on the Stipulation (Agreement). The section letter can be found at the end of each paragraph. Each section below will help you fill out each section of the Stipulation (Agreement).

SECTION: Type or write in black ink only.

- (A) **INFORMATION ABOUT THE PETITIONER:** Write in the Petitioner’s name, current address, city, state, zip code, and telephone number. If you have an ATLAS number, write in the number. (The person who filed the Petition for divorce or legal separation is the Petitioner.) If a lawyer represents the Petitioner, write in the Petitioner’s lawyer’s name, bar number, address, city, state, zip code, and telephone number instead of the Petitioner’s name and so forth. Check the box to tell the court whether you are representing yourself or a lawyer represents you.
- (B) **INFORMATION ABOUT THE RESPONDENT:** Write in the Respondent’s name, current address, city, state, zip code, and telephone number. (The person who was served with the divorce or legal separation papers is the Respondent.) If a lawyer represents the Respondent, write in the Respondent’s lawyer’s name, bar number, address, city, state, zip code, and telephone number instead of the Respondent’s name and so forth. Check the box to tell the court whether the Respondent is representing himself/herself or is represented by a lawyer.
- (C) **NAMES:** Write in the Name of the Petitioner and the Respondent in the space provided.
- (D) **CASE NUMBER.** Write in your court case number.

WARNING. Each spouse must put his or her initials in the space provided for every statement that is true. If any statement is **NOT** true, you **CANNOT** file this document or get a Consent Decree of Divorce or Legal Separation. You must follow other trial preparation procedures. You must also read and initial each statement under oath. This means you must tell the truth. If you do not understand any of the statements or need help with other trial procedures, you should see a lawyer for help before signing this paper.

If you choose to use this procedure to get a divorce or legal separation and the statement is true, Petitioner should put his or her initials in the space provided, and Respondent should put his or her initials in the space provided. If the statement does not apply to your case, write "N/A" for not applicable in the space for your initials. Each space must have your initials **or** the letters "N/A" written in.

- (E) **AGREE AND UNDERSTAND.** This section tells the judge or commissioner:
1. That both spouses have read the Stipulation (Agreement) and the Consent Decree, **AND**
 2. That both spouses understand and agree with the Stipulation (Agreement) and the Consent Decree, **AND**
 3. That both spouses want the judge or commissioner to sign the Consent Decree and divorce or legally separate the parties.
 4. Make sure that there are no blanks, except for the date and signature line for the judge/commissioner to sign. If the statement does not apply to your case, write in "N/A"
- (F) **TIME FRAME.** Write in the day the Respondent was served with the court papers. If you filed a **"Petition for Dissolution of Marriage (Divorce)"**, do **not** submit the Stipulation and Decree to the court for signature until at least 64 days have passed since the date the Respondent was served with the divorce papers by a process server, the deputy sheriff, or signed the **"Acceptance of Service" or "Waiver of Service."** The 64-day period is a legal requirement. You can do nothing to shorten the 64-day period.
- (G) **NON-COVENANT MARRIAGE.** This paperwork will only work if you do not have a covenant marriage. This statement must be true. If you have questions about whether you have a covenant marriage see a lawyer for help and/or review your marriage license.
- (H) **PAYMENT OF COURT FEES.** This section tells the judge or commissioner that both spouses have either paid the court fees or have received an initial deferral of the court fees. You must provide either a copy of the receipt showing that you paid the court fees or you must submit a copy of the Order Deferring your court fees. Both spouses must do this.
- (I) **SELF-ADHESIVE, REMOVABLE TABS OR MARKERS.** This section tells the court that you have put self-adhesive, removable tabs or markers on the pages(s) of the original and two (2) copies of the Decree where the judge or commissioner dates and signs the Decree. If your case involves child support and/or spousal maintenance, and you have attached a **"Wage Assignment Order" or "Order of Assignment,"** you must also put a self-adhesive, removable tab or marker on the original and 2 copies of the wage assignment order where the judge/ commissioner dates and signs the order. Make sure you use easily removable tabs. **Do not use paper-clips or tape.)**
- (J) **ORIGINAL DOCUMENTS AND COPIES.** Make sure you give the judge/commissioner the documents requested. Check each box to show that you are giving the judge/commissioner the documents.
- (K) **APPEARANCE BY RESPONDENT.** This section tells the judge/commissioner that by signing the Stipulation (Agreement), the Respondent has appeared in this case and is submitting to the jurisdiction of the court.
- (L) **RIGHT TO TRIAL IS WAIVED.** This section tells the judge/commissioner that both spouses do not want a trial and are waiving any right they may have to a trial.
- (M) **NO DURESS OR COERCION. COMPLETE AGREEMENT.** This section tells the judge/commissioner that both spouses want to sign this Stipulation (Agreement) and that no one is making them sign this paper. It also tells the judge/commissioner that your agreement is contained in the Stipulation (Agreement), Consent Decree, and any attachments and that you have not made any agreement that is not contained in these documents.
- (N) **LEGAL ADVICE.** This section tells the judge/commissioner that both spouses understand that they have a right to have or get legal advice and to have a lawyer. The Self-Service Center has a list of lawyers that will help people on a task-by-task basis. If you choose a lawyer from the list, the lawyer will discuss with you the fee arrangement.

- (O) JUDICIAL DISCRETION.** This section tells the judge/commissioner that both spouses understand that the judge/commissioner will review the court papers and can decide whether to sign the documents.
- (P) IRRETRIEVABLY BROKEN MARRIAGE.** This section tells the judge/commissioner that both spouses agree that the marriage is over or that the parties desire to live separate and apart if this is a legal separation case.
- (Q) DIVISION OF PROPERTY.** This section tells the judge/commissioner that both spouses agree with the division of the property and the debts and that both spouses think the division is fair. It also tells the court that you agree that all right, title and interest to the property has been transferred/turned over to the other party. If this is not the case, list the items that have not been transferred/turned over and write in the date that those items will be turned over to the other party.
NOTICE. Statement R, S, T, and U only apply to a divorce with children or a legal separation with children. If you filed for a divorce with children or legal separation with children, you must initial Statements R, S, T and U if they are true statements. If you filed for a divorce without children or legal separation without children, skip to Section V.
- (R) CUSTODY, PARENTING TIME AND CHILD SUPPORT.** Initial the paragraphs and then check one box only. This section tells the judge/commissioner that both spouses believe that the custody, parenting time and child support arrangements are in the best interest of your children. This section tells the judge/commissioner that you have asked to deviate from the child support guidelines. **If you ask the judge/commissioner to deviate from the child support guidelines, you must tell the judge/commissioner why.**
- (S) DOMESTIC VIOLENCE.** This section only applies if you are asking for joint custody of the minor child(ren). If you are not asking for joint custody, write in N/A. If you are asking for joint custody check box A or box B. If you checked box B, explain why joint custody is in the best interest of the minor child(ren) even though domestic violence has occurred.
- (T) PARENT INFORMATION PROGRAM.** This section tells the judge/commissioner that both spouses have completed or will have completed the Parent Information Program class before filing the Consent Decree. This requirement only concerns parents who filed for divorce or legal separation on or after January 1, 1997, or whom a judge/commissioner has ordered to take the class. Remember to attach a copy of both Certificates to the Stipulation.

In rare instances, the Respondent may not be able to attend the class or refuses to attend the class. If the Respondent will not or has not completed the class, tell the judge why the Respondent will not or has not completed the class in the space provided. Remember that the judge can still require that both parties attend the class before the judge will sign the decree. You should also know that any party who refuses to attend the class, will be denied the right to seek modification and/or enforcement of the decree/judgement/order until completion of the class.
- (U) CHILDREN.** This section tells the judge/commissioner that you have attached the documents regarding the child(ren) that the judge/commissioner needs to sign your divorce or legal separation decree. Don't forget to do this.
- (V) SIGNATURE OF PETITIONER/SIGNATURE OF RESPONDENT.** This section tells the judge/commissioner that the Stipulation (Agreement) is true and correct to the best of your knowledge and information. Both parties must sign the Stipulation (Agreement) in front of a Notary Public. (The Notary Public will need a picture identification from you to notarize your signature.)
- (W) SIGNATURE OF EACH LAWYER.** If a lawyer represents either spouse, the lawyer must also sign the document.

Petitioner's Name or Lawyer's Name: (A) _____
Address: _____
City, State, Zip Code: _____
Telephone: _____
ATLAS Number: _____
Lawyer's Bar Number: _____
Representing ☐ Self, without a Lawyer or ☐ Petitioner

Respondent's Name or Lawyer's Name: (B) _____
Address: _____
City, State, Zip Code: _____
Telephone: _____
ATLAS Number: _____
Lawyer's Bar Number: _____
Representing ☐ Self, without a Lawyer or ☐ Respondent

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

_____(C)
Petitioner's Name

Case Number _____(D)

**STIPULATION TO FILE CONSENT
☐ DECREE OF DIVORCE
OF A NON-COVENANT
MARRIAGE
OR
☐ DECREE OF LEGAL
SEPARATION OF A NON-
COVENANT MARRIAGE**

Respondent's Name

STATE OF ARIZONA)
County of Maricopa) ss.

INSTRUCTIONS: This document has a separate instruction sheet. The letters following the paragraphs match the letters in the instruction sheet. Each party must put his or her initials in the space provided for every statement that is true. **If any statement is not true, you cannot file a "Consent Decree of Divorce" or "Consent Decree of Legal Separation" and you should see a lawyer for help. If the statement does not apply to your case, write "N/A" for "not applicable" in the space for your initials.**

**Petitioner's Respondent's
Initials Initials**

- 1. AGREE AND UNDERSTAND.** I have read this Stipulation and the Decree. I understand and agree with what is written in both documents, including that a Decree should be entered in my case. I have made sure that we have filled out the entire document and that there are no blanks, except for the blank date and signature line for the judge/commissioner to sign. **(E)**

Petitioner's
Initials

Respondent's
Initials

2. **TIME FRAME.** Respondent was served on _____.
(Petitioner or Respondent must write in the date that the Respondent was served with the court papers or signed the Acceptance or Waiver of Service.) If this is a divorce case, this means, you will not submit this document and the Decree to the Court for signature until at least **64** days have passed since the date the Respondent was served with the divorce papers by a process server, the deputy sheriff, or signed **the "Acceptance of Service" or "Waiver of Service". (F)**

3. **NON-COVENANT MARRIAGE.** We do not have a covenant marriage. **(G)**

4. **PAYMENT OF COURT FEES.** I have paid the court fees. I am submitting a copy of my receipt to prove payment. (Both the Petitioner and the Respondent must provide a copy of his or her receipt.) **OR** I have received an initial Order deferring my fees and/or costs and I have enclosed a copy of that Order. **(H)**

5. **SELF-ADHESIVE, REMOVABLE TABS OR MARKERS.** I have put self-adhesive, removable tabs or markers on the page(s) of the original and two (2) copies of the Decree where the judge/commissioner dates and signs the Decree. If applicable, I have also put a self-adhesive, removable tab or marker on the original and 2 copies of the "Wage Assignment Order" where the judge/commissioner dates and signs the Order. (I have used easily removable tabs. I have not used paper-clips or tape.) **(I)**

6. **ORIGINAL DOCUMENT AND COPIES.** I am giving the judge/commissioner the following items: (Check each box to show that you have done each item.) **(J)**
- ☐ **Original** Stipulation to File Consent Decree of Divorce or Legal Separation, signed and notarized by you and the other party;
 - ☐ **Original and 2 copies** of Decree of Divorce or Decree of Legal Separation, signed and notarized by you and the other party;
 - ☐ Two pre-addressed, postage paid envelopes (9"x 14"): Address one envelope to yourself. Address one envelope to the other party. (The court will mail to you and other party a signed copy of the Decree.)
 - ☐ A **copy** of the receipt(s) and/or Order(s) of deferral that show that both parties have paid the court fees or have had the court fees deferred.

7. **APPEARANCE BY RESPONDENT.** The Respondent states that by signing this Stipulation, the Respondent has made a formal appearance and is submitting to the jurisdiction of this court. **(K)**

Petitioner's
Initials

Respondent's
Initials

8. **RIGHT TO TRIAL IS WAIVED.** I understand that by signing this Stipulation and signing the Decree, I am waiving my right to a trial before a judge. **(L)**

9. **NO DURESS OR COERCION. COMPLETE AGREEMENT.** I am not under any force, threats, duress, coercion, or undue influence from anyone, including the other party, to sign this Stipulation. The Decree with attachments, if any, that I have signed is our full agreement. I have not agreed to something different from what is stated in writing in the Decree. **(M)**

10. **LEGAL ADVICE.** I understand that even if I am representing myself without a lawyer, I have the right to be represented by a lawyer. I have the right to call a lawyer and get legal advice before I sign this Stipulation and the Decree. **(N)**

11. **JUDICIAL DISCRETION.** I understand that the judge/ commissioner will review all the papers and decide in his or her discretion whether to sign the Decree or not. I understand that it takes at least thirty (30) days from the day that I submit the Decree for the judge/commissioner to sign the papers and return a copy to me. **(O)**

12. **IRRETRIEVABLY BROKEN MARRIAGE.** I agree that our marriage is irretrievably broken. There is no reasonable prospect of reconciliation or we desire to live separate and apart if this is a Legal Separation case. **(P)**

13. **DIVISION OF PROPERTY.** The agreement about division of property and debts is fair and equitable. I agree that all right, title and interest to the property has been transferred/turned over to the other party **OR** the following items have **not** been transferred/turned over: **(Q)** _____

_____ I agree that the property as described above will be turned over to the other party on or before: _____ month/day/year.

DIVORCE OR LEGAL SEPARATION CASES INVOLVING CHILDREN ONLY.

If a "*Petition for Dissolution of Marriage WITH CHILDREN*" was filed or "*Petition for Legal Separation WITH CHILDREN*" was filed, both the Petitioner and the Respondent must initial paragraphs 14, 15, 16 and 17 if the paragraphs are true. If the paragraphs are **not** true, you **cannot** proceed by "*Consent Decree.*" If you filed a "*Petition for Dissolution of Marriage or Legal Separation WITHOUT CHILDREN*", write in N/A on the space provided for paragraphs 14, 15, 16, 17, and then go on.

Petitioner's
Initials

Respondent's
Initials

14. CUSTODY, VISITATION AND CHILD SUPPORT.

The arrangement for custody, visitation and child support are in the best interests of the child(ren). **(R)**

- ☐ Child Support has been calculated without any deviation from the guidelines. OR
- ☐ Child Support has been calculated and the parties agree and request a deviation from the guidelines for the following reasons: (Explain why the judge should allow you to deviate from the child support guidelines. Use additional paper if necessary.)

15. DOMESTIC VIOLENCE. If you are asking for joint custody of the child(ren), you must check box "A" or box "B" and tell the judge whether there has been domestic violence in your marriage. **(S)**

- A. ☐ Domestic violence has **not** occurred during this marriage, OR
- B. ☐ Domestic violence has **not** been significant. Explain why joint custody is in the best interest of the child(ren) even though domestic violence has occurred: (Use additional paper if necessary.)

16. PARENT INFORMATION PROGRAM. I have completed the Parent Information Program class and have filed the **"Certificate of Completion"** with the Clerk of the Court. Copies of the Petitioner's and Respondent's Certificates of Completion are enclosed. **(T)**

State law requires that both the Petitioner and Respondent must attend the class and file the original **"Certificate of Completion"** with the Clerk of the Court before the judge will sign the Decree. The court understands that there are, in rare instances, times when a party cannot attend the class. If a party will not or has not completed the class, tell the judge why the party will not or has not completed the class in the space below.

Keep in mind that the judge can still require both parties to attend the class before the judge will sign the Decree. You should also know that any party who refuses to attend the class, will be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.

Petitioner's
Initials

Respondent's
Initials

17. CHILDREN. If you and the other party have children together, and these children are part of the Decree, you must give the Judge/Commissioner the following items. Check the box next to each item to tell the Judge/Commissioner that you are giving the Judge/Commissioner the Original and 2 copies of each of the following documents: **(U)**

- ☐ Child support has already been ordered by this court. There is no need to change the child support order at this time. A copy of the **"Child Support Order"** is attached. (You do not need to provide an original and 2 copies of the order if you checked this box. You must attach one copy of the signed order.)
- ☐ **"Child Support Worksheet"** signed and notarized by both parties.
- ☐ **"Child Support Order"** (Not necessary if the decree provides for the final amount, and the date child support payments begin.)
- ☐ **"Order of Assignment"**
- ☐ **"Judgment Data Sheet"**
- ☐ If you have asked the court for joint or shared custody of the children, you **must** give the judge/commissioner an **Original and 2 copies** of a Parenting Plan **signed by both parties** that includes a statement that you and the other party agree to joint custody of the minor children.

SIGNATURE BY PETITIONER: Everything stated by me in this Stipulation is true and correct to the best of my knowledge, information and belief. **(V)**

PETITIONER'S SIGNATURE

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, by the Petitioner.

My Commission Expires:

NOTARY PUBLIC

SIGNATURE BY RESPONDENT: Everything stated by me in this Stipulation is true and correct to the best of my knowledge, information and belief.

RESPONDENT'S SIGNATURE

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, by the Respondent.

My Commission Expires:

NOTARY PUBLIC

SIGNATURE OF EACH LAWYER (if applicable): **(W)**

Approved by Petitioner's Lawyer: _____

Date: _____

Approved by Respondent's Lawyer: _____

Date: _____

SELF SERVICE CENTER

PROCEDURES: HOW TO GET A DIVORCE OR LEGAL SEPARATION FOR A NON-COVENANT MARRIAGE BY CONSENT DECREE

REQUIREMENTS: To obtain a divorce by Consent Decree, both parties **must be or do** the following things:

- ✓ **PAPERWORK and SIGNATURES:** Both spouses (and their lawyers if lawyers represent them) must sign the ***“Stipulation to File the Consent Decree”*** and sign at the bottom of the Decree to show that both spouses have read, approved and agreed to the items in the Decree. You must also file all other required paperwork. The Decree and the other paperwork you will need are in Self-Service Center Packet No. 4: Divorce with Children--The Court Order or Divorce without Children--The Court Order or Legal Separation with Children--The Court Order or Legal Separation without Children--The Court Order.
- ✓ **PARENT INFORMATION PROGRAM:** The Parent Information Program only applies to you if you filed for a divorce or legal separation with children. Both spouses must attend the Parent Information Program class and file a ***“Certificate of Completion”*** with the Clerk of the Court. (If you filed a divorce without children or legal separation without children, you do not need to attend the class.)
- ✓ **FEES:** Both parties must pay the court fees. Currently, that includes the original filing fee paid by the Petitioner at the beginning of the case, and the Respondent's filing fee. This means the Respondent must pay the \$191.00 Response filing fee in order for the Consent Decree to be accepted. Both parties must attach a receipt to prove payment or attach the Order for initial deferral of fees.
- ✓ **TIME FRAME:** If you filed for divorce or legal separation, the parties must wait at least 64 days after the date the Respondent was personally served with the documents before the parties can file the Stipulation to File the Consent Decree for divorce or legal separation, and the Decree.

PROCEDURE:

- ✓ **READ AND COMPLETE** all paperwork as instructed.
- ✓ **MAIL OR TAKE THE STIPULATION, DECREE AND OTHER PAPERWORK TO THE FAMILY COURT ADMINISTRATION OFFICE:** Mail or take your papers to the Family Court Administration Office of the Court where you filed your Petition for Dissolution. Court Administration business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. at:

201 W. Jefferson, 6th Floor, Phoenix, Arizona 85003; OR,
222 E. Javelina, 1st Floor, Mesa, Arizona 85210 OR
14264 W. Tierra Buena Lane, Surprise, AZ 85374
- ✓ **ORIGINAL AND COPIES OF PAPERS:** You must mail or take the following documents to the Family Court Administration Office:
 - The **original and two copies** of the signed Stipulation to File the Consent Decree, (and it must be signed by lawyers, if lawyers represent the parties).

- The **original and two copies** of the Decree signed by both spouses (and lawyers, if lawyers represent the parties).
 - **Two copies** of each receipt to prove payment of the filing fees by both the Petitioner and the Respondent; OR, the original and two copies of the initial Order deferring the fees and costs.
 - **Two stamped** 9" x 14" envelopes. Address one envelope to the Petitioner or his or her attorney. Address the other envelope to the Respondent or his or her attorney. Provide the current addresses on both envelopes, including zip code. Make sure you put enough postage on the envelopes.
- ✓ **Additional papers required if one party is paying spousal maintenance/support** to the other party:
- The **original and 2 copies** of the completed ***"Order of Wage Assignment"***; **AND**,
 - The **original and 2 copies** of the completed ***"Current Employer Information Sheet"***; **AND**,
 - The original and **2 copies** of the ***"Judgment Data Sheet."***
- ✓ **Additional papers may be required regarding the property and debt.** If the full agreement about the division of property and debt is not in the Consent Decree, you must attach and submit the original and two copies of a signed and completed ***"Property Settlement Agreement."*** The Self-Service Center does not have a ***"Property Settlement Agreement."*** See a lawyer if you need this document.
- ✓ **Additional papers required if the divorce involves children:**
- The **original and 2 copies** of the completed ***"Joint Parenting Plan"*** signed by both parties, **AND**
 - The **original and 2 copies** of the ***"Joint Custody Agreement"*** signed by parties if the parties are asking for joint custody, **AND**
 - The **original and 2 copies** of the completed ***"Parent's Child Support Worksheet,"*** **AND**
 - The **original and 2 copies** of the completed ***"Child Support Order,"*** **AND**
 - The **original and 2 copies** of the completed ***"Order of Wage Assignment,"*** **AND**
 - The **original and 2 copies** of the completed ***"Current Employer Information Sheet,"*** **AND**
 - The **original and 2 copies** of the completed ***"Judgment Data Sheet."***
- ✓ **WHAT THE JUDGE/COMMISSIONER WILL DO:** The judge/commissioner will decide by reading the Stipulation and the Decree if you can get a divorce or legal separation without a hearing. It is within the judge's/commissioner's discretion to sign the Decree. The judge/commissioner might schedule the case for a hearing. This means both spouses must appear in court at the scheduled time to answer questions the judge might have.
- ✓ **WAIT FOR THE PAPERWORK:** Both parties or their attorneys should receive a signed Decree or a Correction Notice in the mail from the court in about four weeks from the date you submitted the paperwork. If you do not receive paperwork within that time, you can call the Family Court Administrator's Office at the location where you filed the divorce or legal separation papers between the hours of 8:30 a.m. and 5:00 p.m. (Phoenix: 602-506-7879; Mesa: 602-506-3141; Surprise: 602-372-9400).

- ✓ **IF YOUR STIPULATION FOR A CONSENT DECREE IS ACCEPTED:** You will not have to see the judge/commissioner. The judge/commissioner will sign the original Decree and have it filed with the Clerk of the Court. The court will send a copy of the signed Decree to each party using the envelopes you provided. This is your notification that your Divorce is now final or that you are legally separated. You are not divorced or legally separated until the judge/commissioner signs the Decree.

- ✓ **IF YOUR STIPULATION FOR A CONSENT DECREE IS REJECTED:** The court will send you a ***“Correction Notice”*** informing you of the mistakes with the documents. Follow the instructions on the ***“Correction Notice”*** if the mistakes can be corrected. **If the mistakes cannot be corrected, you should see a lawyer for help.**